BT DECOR 2500
SET UP & USER GUIDE

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User Guide

BT **Decor 2500**
Corded Phone

This User Guide provides you with all the information you need to get the most from your phone.

Before you make your first call you will need to set up your phone. Follow the simple instructions in 'Getting started', on the next few pages.

Got everything?

- BT Decor 2500 telephone with handset attached

- Telephone line cord (pre-installed)

- Mains power adaptor (item code 061129)

- User Guide

Need help?

If you need any assistance with your phone or wish to view answers to Frequently Asked Questions, please **www.bt.com/producthelp**

IMPORTANT

Only use the telephone line cord supplied.

Hearing aid? 🦻

The BT Decor 2500 is fitted with an inductive coupler so it is compatible with hearings aids.

In this guide

Settings

Using the answering machine

General information

If you experience any problems, please visit **www.bt.com/producthelp**

Getting started

Location

You need to place your BT Decor 2500 within 3 metres of a telephone line socket so that the cable will reach.

Connect the mains power adaptor

1. Plug the mains power adaptor into the power socket on the underside of the base. Plug the other end into the mains socket and switch the power on.

Power socket
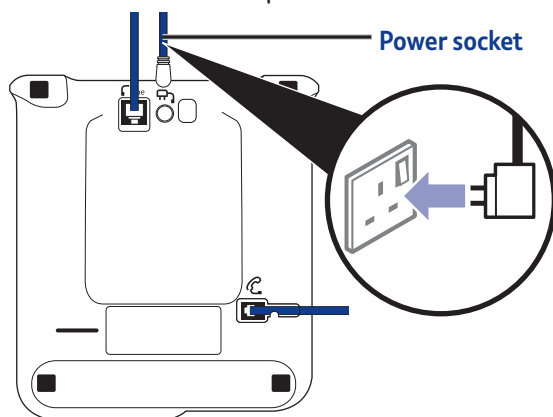
Connect the telephone line

1. Plug the telephone line cord into the telephone wall socket.
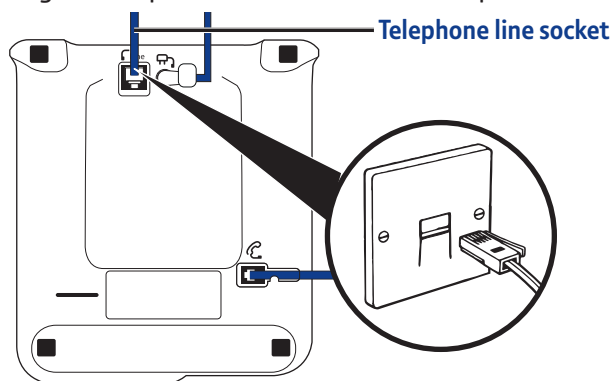
Telephone line socket

IMPORTANT

Only use the telephone line cord supplied otherwise your telephone may not work.

Using your telephone on a Broadband line?

If this product is to be used on a broadband line then you must ensure that it is connected via an ADSL microfilter. Using this product on a Broadband line without an ADSL microfilter may cause problems with this product and your Broadband service. BT ADSL microfilters are available at www.bt.com/shop and most shops also stock ADSL filters.

Set the time and date on the display

You will need to set the correct time and date so that you know when each answering machine message was received. The time and date will be shown on the display when in standby.
The default time format is 24 hour, but you can change this to 12 hour if you want to, see below for instructions.

Set the time

1. Press the Menu button. Answer Machine is displayed.

2. Press Redial or Calls to scroll to Date and Time and press OK.

3. Time is displayed, press OK.

4. The first digit of the time flashes. Use the keypad to enter the time, using 2 digits for the hour and 2 digits for the minutes. If the 12 hour format is set you can use the Redial or Calls buttons to alternate between AM and PM. Press OK to confirm.

Set the date

1. Press the Menu button. Answer Machine is displayed.

2. Press Redial or Calls to scroll to Date and Time and press OK.

3. Time is displayed, press Calls to display Date and press OK.

4. The current date is displayed with the first digit flashing. Use the keypad to enter the date using 2 digits for the day, 2 for the month and 4 for the year. Press OK to confirm.

Set the time format

1. Press the Menu button. Answer Machine is displayed.

2. Press Redial or Calls to scroll to Date and Time and press OK.

3. Time is displayed, press Calls to display Time Format and press OK.

4. Press Redial or Calls to select either 12 hour or 24 hour and press OK.

Your BT Decor 2500 is now ready for use

If you have subscribed to a Caller Display service the time and date will be set automatically when you receive your first call.

The default setting is 00:00

The default setting is 01-01-2011.

The default setting is 24 hour.

If you experience any problems, please visit **www.bt.com/producthelp**

Getting to know your phone

Menu
Press to access the menu.

When viewing the Calls list or directory, press to access the sub menu list.

3 Line display
In standby, displays the date and time, messages received and any calls in the calls list.

Calls light
Red light flashes to indicate an incoming call.

Directory
Use to store and dial directory entries.

BT Decor

| NEW | 26/11 | 10:06ᴬᴹ |

CALLS:05   MSG:05
Msgs-Press PLAY

| Del. | Ans. on off | Skip ◄◄ | Stop ■ | Skip ►►| | Play ► |

Menu
Back   Redial   OK
R   Calls

R (Recall)
Used with switchboard services and certain BT Calling Features.

BT
Use to access a range of useful pre-stored numbers and further BT Calling Features.

Back
Press to move back to the previous menu screen or press and hold to return to the standby display screen.

Redial/Up
Press to dial the last number called.

Use to scroll up through the menu, directory or Calls list.

Calls/Down
Press to access the Calls list.

Use to scroll down through the menu, directory or Calls list.

OK
Press to confirm a menu selection.

Microphone
When using handsfree your voice is projected through the base microphone.

Use to record your outgoing message and memos.

✱ 0 #

| Mute | — Vol. + | Handsfree |

Mute
(with LED indicator)
During a call, mutes your voice so your caller cannot hear you. The red LED illuminates when the mute function is on.
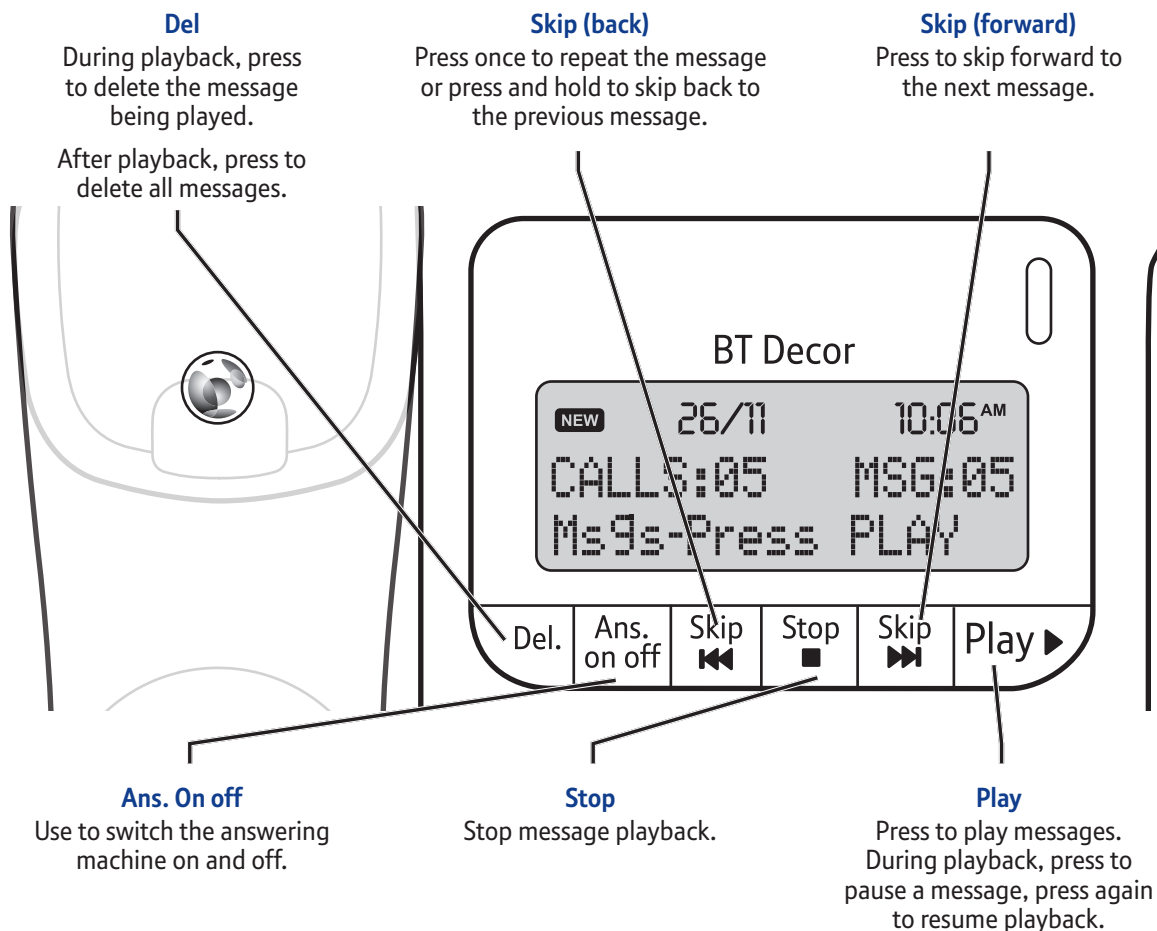
Vol –/+
Use to increase or decrease the handset or loudspeaker volume.

Handsfree
(with LED indicator)
Press to use handsfree mode. The green LED illuminates when the handsfree function is in use.

If you experience any problems, please visit **www.bt.com/producthelp**

Answering machine buttons

Del
During playback, press to delete the message being played.

After playback, press to delete all messages.

Skip (back)
Press once to repeat the message or press and hold to skip back to the previous message.

Skip (forward)
Press to skip forward to the next message.

BT Decor

NEW 26/11 10:06 AM
CALLS:05 MSG:05
Msgs-Press PLAY

Del. | Ans. on off | Skip ◄◄ | Stop ■ | Skip ►► | Play ►

Ans. On off
Use to switch the answering machine on and off.

Stop
Stop message playback.

Play
Press to play messages. During playback, press to pause a message, press again to resume playback.

If you experience any problems, please visit **www.bt.com/producthelp**

Using your phone

Making and receiving calls

Make a call

1. Lift the handset and wait for the dial tone (or press the Handsfree button).

2. Enter the telephone number.

Call timer

Your phone automatically times the duration of every call. The timer will activate 5 seconds into a call and will continue to display the time until 5 seconds after the call has ended.

Preparatory dialling

Preparatory dialling lets you view the telephone number on the display before it's dialled out. A maximum of 32 digits will be displayed.

1. Enter the telephone number first. If you make a mistake, press the Del. button to delete.

2. Lift the handset, or press the Handsfree button to dial the number.

End a call

1. Replace the handset on the base or if using handsfree mode, press the Handsfree button.

Receive a call

1. When you receive a call, the telephone rings and the red incoming call LED will flash. Simply pick up the handset to answer the call or press the Handsfree button to answer in handsfree mode.

Handsfree

Handsfree mode lets you talk to your caller without holding the handset. It also allows other people in the room to listen to your conversation over the loudspeaker. The green LED on the button will illuminate when handsfree mode is in use and the 📢 icon will be displayed on the screen.

Make a call in handsfree mode

1. Press the **Handsfree** button and then enter the telephone number to be dialled.

Answer a call in handsfree mode

1. When the phone rings, press the **Handsfree** button to answer the call.

Switch to handsfree mode during a call

1. During a call, press the **Handsfree** button and replace the handset on the base.

2. To switch back to using the handset, simply pick the handset up.

Adjust the handsfree volume

There are 5 loudspeaker volumes.

Use the **Handsfree − Vol. +** buttons to increase or decrease the loudspeaker volume.

Redial

The last 10 telephone numbers called are saved in the redial list. Each redial number can be up to 32 digits. If the last 6 digits match a number stored in the directory, the name of the entry will be displayed as well. You can select any of the numbers to redial, delete or copy to the directory.

View numbers in the redial list

1. Press the **Redial** button. The last number dialled will be shown on the display.

2. Use the **Redial** or **Calls** buttons to scroll through and view the numbers.

If a redial number is longer than 16 digits, the first 16 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

If you experience any problems, please visit **www.bt.com/producthelp**

Redial a number from the redial list

1. Press the Redial button.

2. Use the Redial or Calls buttons to scroll through to the number you want.

3. Lift the handset or press Handsfree and the number will be dialled.

   Or

1. Lift the handset or press Handsfree, then press the Redial button.

2. Use the Redial or Calls buttons to scroll through to the number you want.

3. Press the OK button to dial the number.

Save a redial number to the directory

1. Press the Redial button.

2. Use the Redial or Calls buttons to scroll to the number you want.

3. Press the Menu button. Save Number is displayed. Press OK .

4. Enter Name is displayed. Use the keypad to enter the name and press OK .

5. Enter Number is displayed followed by the redial number you wish to save, press OK . Entry saved is displayed.

For help with entering names, see page 13. Use the Del. button to delete any incorrect digits/characters.

Delete a number in the redial list

1. Press the Redial button.

2. Use the Redial or Calls buttons to scroll to the number you want to delete.

3. Press the Menu button. Save Number is displayed.

4. Press Calls to scroll to Delete Entry and press OK .

5. The display will show Delete Entry? Are you sure? Press OK to confirm. The display will show Entry Deleted.

Delete the entire redial list

1. Press the Redial button, then the Menu button.
2. Use the Redial or Calls buttons to scroll to Delete All and press OK .
3. The display will show Delete All? Are you sure? Press OK to confirm. The display will show Entries Deleted.

Mute

When on a call use the mute feature to talk to someone in the same room without your caller hearing.

1. During a call, press and release the Mute button to mute the handset microphone. The red LED on the mute button will illuminate to indicate that the mute feature is on. Your caller now cannot hear you speak.
2. To switch mute off, press and release the Mute button again. The LED will turn off and your caller will now be able to hear you.

Directory

You can store 100 names and telephone numbers in the directory. Each name stored can be up to 16 characters and each number up to 24 digits. Directory entries are stored alphabetically.

Store a name and number in the directory

1. Press the 📖 button.

   If the directory is empty, the display will show Directory Empty for 2 seconds and then Add Entry. Press the OK button.

   Or, if there are already entries stored, the first alphabetical entry will be displayed. Press the Menu button, Add New Entry will be displayed. Press the OK button.

2. Enter Name is displayed. Use the keypad to enter the name then press OK.

3. Enter Number is displayed. Use the keypad to enter the telephone number and press OK. Entry Saved is displayed.

View/dial an entry in the directory

1. Press the 📖 button, then use the Redial or Calls buttons to scroll through to the entry you want. Or, to search alphabetically, enter the first letter of the name you want e.g. for Emma, press 3 twice to display all entries beginning with the letter E, then scroll using Redial or Calls to the entry you want.

2. When the entry you want is displayed, press OK to confirm then pick up the handset or press the Handsfree button to dial.

Insert a pause in a number

Press the Redial button in the place where you want a pause inserted in the number.

Numbers stored without a name will be displayed before alphabetical entries.

Press and hold Back to exit the directory and return to standby at any time.

Directory full

If you try to store a new entry and the directory is full, Directory Full will be displayed. You will need to delete entries before you can add new ones, see page 14.

Entering names

Use the keypad to enter the letters shown on the buttons, e.g. to store TOM:

Press 8 once to enter T.

Press 6 three times to enter O.

Press 6 once to enter M.

Writing tips

If you make a mistake, press Del. to delete the last digit or character.

Use the Redial and Calls buttons to move the cursor.

To enter a space, press 0 once.

Press 1 repeatedly to enter the following punctuation symbols:
& - ' . , 1

Press # to toggle between upper and lower case characters.

If the next letter is on the same button that you have just pressed, wait until the cursor moves to the right before trying to enter it.

Edit an entry in the directory

1. Press the 📖 button, then use the `Redial` or `Calls` buttons to scroll to the entry you want.

2. Press the `Menu` button. Add New Entry is displayed.

3. Press `Calls` to scroll to Edit Entry and press `OK`.

4. The name will be displayed. Use the `Del.` button to delete and the keypad to enter new characters. When the name is correct, press `OK`.

5. The number is displayed. Use the `Del.` button to delete and the keypad to enter new digits. When the number is correct, press `OK`.

6. Entry Saved is displayed briefly and then the screen will return to the directory list.

Delete an entry in the directory

1. Press the 📖 button, then use the `Redial` or `Calls` buttons to scroll to the entry you want.

2. Press the `Menu` button. Add New Entry is displayed.

3. Press `Calls` to scroll to Delete Entry and press `OK`.

4. Delete entry? Are You Sure? is displayed, press `OK` to confirm.

5. Entry Deleted is displayed briefly and then the screen will return to the directory list.

Delete the entire directory

1. Press the 📖 button.

2. Press the `Menu` button. Add New Entry is displayed.

3. Press `Calls` to scroll to Delete All and press `OK`.

4. Delete All? Are You Sure? is displayed, press `OK` to confirm.

5. Entries Deleted is displayed briefly.

If the telephone number is longer than 16 digits, the first 16 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

If you experience any problems, please visit **www.bt.com/producthelp**

Caller Display and the Calls list

If you have subscribed to a Caller Display service, you will be able to see your caller's number on the display (provided it is not withheld) prior to answering the call.

If the caller's name matches an entry you've stored in the directory, you will also see the caller's name on the display.

Calls list

The Calls list holds the telephone numbers (and names if there is a match with the directory) of the last 30 received calls along with the date and time the call was received. The Calls list can display numbers up to 16 digits and names up to 16 characters. Calls are listed newest to oldest. When the list is full and a new call is received, the oldest entry will be deleted automatically.

New calls

When you have a new call in the Calls list i.e. a call you did not answer, the **NEW** icon will flash on the screen. When all new calls have been viewed, the **NEW** icon will turn off. Only unanswered calls are indicated as **NEW** calls.

View the Calls list

1. Press the **Calls** button. Calls are listed in order from the newest to the oldest.

2. Press **Redial** or **Calls** to scroll through the list.

Dial an entry in the Calls list

1. Press the **Calls** button to view the list.

2. Press **Redial** or **Calls** to scroll to the entry you want.

3. To dial the displayed number, lift the handset or press **OK** or **Handsfree**.

IMPORTANT

To use Caller Display you must first subscribe to the service from your network provider. A quarterly fee may be payable. For more information on BT's Calling Features call BT free on 0800 800 150.

To ensure the caller's name is displayed, make sure you have stored the full telephone number, including the dialling code in the directory.

Caller information is not available

With some incoming calls, the telephone number of the caller is not available and cannot therefore be displayed. In this case your BT Decor 2500 provides you with some explanatory information:

Unavailable – the number is unavailable.

No Number – the caller has withheld their number.

International – International call.

Payphone – call is from a payphone.

Ringback – the call is from a number you set as a ringback number.

If the telephone number is longer than 16 digits, the first 16 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

Copy a number in the Calls list to the directory

1. Press the Calls button to view the list.

2. Press Redial or Calls to scroll to the entry you want.

3. Press the Menu button. Save Number will be displayed, press OK .

4. Use the keypad to enter a name and press OK .

5. Use the keypad to edit the number if necessary and then press OK . Entry Saved is displayed.

For help with entering names, see page 13.

Use Del. to delete incorrect digits.

Delete an entry in the Calls list

1. Press the Calls button to view the list.

2. Press Redial or Calls to scroll to the entry you want.

3. Press the Menu button. Save Number will be displayed.

4. Press Calls to scroll to Delete entry and press OK .

5. Delete entry? Are You Sure? is displayed, press OK to confirm.

6. Entry Deleted is displayed and then the screen will return to the Calls list.

Press Back to cancel the Delete operation.

Delete the entire Calls list

1. Press the Calls button to view the list.

2. Press the Menu button. Save Number will be displayed.

3. Press Calls to scroll to Delete All and press OK .

4. Delete All? Are You Sure? is displayed, press OK to confirm (or Back to cancel).

5. Entries Deleted is displayed and then the screen will return to standby.

1571 Voice mail indication

If you have subscribed to BT Answer 1571 or Call Minder, your BT Decor 2500 will indicate when you have received a voice mail by the display showing Mess - Dial 1571.

BT Answer 1571 and Call Minder are invisible answer machines located at your local exchange which will take messages when you are out, engaged on another call or on the Internet.

To enable your BT Decor 2500 to let you know you have messages you must first subscribe to a BT messaging service:

BT Answer 1571 is a basic answering service and is completely free of charge. To activate the service, dial Freefone 0800 003 800.

For information on Call Minder, call BT on Freefone 0800 800 150. This is a chargeable service.

To access your voice mail messages

1. Lift the handset or press [Handsfree].

2. Press the [BT] button. BT Answer 1571 is displayed, press [OK] to dial the service.

Turn 1571 on/off

1. Press the [Menu] button. Answer Machine is displayed.

2. Press [Redial] or [Calls] to scroll to Message Waiting and press [OK].

3. Press [Redial] or [Calls] to select either ON or OFF and press [OK]. Completed is displayed.

The message waiting indicator is activated by a stuttered dial tone which you can hear when you pick up your phone. BT Calling Features, such as Call Diversion and Call Barring use a stuttered dial tone so therefore will cause the message waiting indicator to flash even if no messages have been left.

IMPORTANT

After an incoming call, or after lifting the handset, your BT Decor 2500 will check the line for any messages. You will experience at least a 2 minute delay before the message waiting indicator light flashes if messages have been left.

BT Services

By selecting the BT Services menu using the [BT] button you can access a range of useful pre-stored numbers and further BT Calling Features. There are 2 empty memory locations so you can add 2 extra services of your choice and you can also delete or edit the pre-stored numbers and add further numbers of your choice.

Pre-stored BT Services numbers:

BT Answer 1571 – to dial BT's network answering service

BT 118500 – to dial BT Directory Enquiries

Divert On – to switch Call Divert On

Divert Off - to switch Call Divert Off

Check Divert – to check the status of your Call Divert

Call wait on – to switch Call Waiting On

Call wait off - to switch Call Waiting Off

Check call wait– to check the status of your Call Waiting

View and dial a pre-stored BT service

1. Lift the handset or press [Handsfree].

2. Press the [BT] button. BT Answer 1571 is displayed.

3. Press [Redial] or [Calls] to scroll to the service you want to dial and then press [OK]. The number will be dialled automatically.

Add a new service

1. Press the [BT] button. BT Answer 1571 is displayed.

2. Press [Redial] or [Calls] to scroll to Service 1 (or 2) and press [Menu].

3. Use the keypad to enter a name for the new service and press [OK].

4. Use the keypad to enter the telephone number and press [OK]. Entry Saved is displayed.

IMPORTANT

To use BT Services and BT Calling Features you must first subscribe (if required) to the relevant service from your network provider. A quarterly fee may be payable.

For more details on BT's Calling Features, call BT free on 0800 800 150.

If you are not connected to the BT network, some of these services may not be available. Please contact your network provider. Call Diversion services may allow other divert options. Check with your network provider for details.

For further information, see the BT Calling Features user guide supplied when you subscribe to the services of your choice.

The new service entered can be up to 16 characters and 24 digits.

Edit a service

1. Press the [BT] button. BT Answer 1571 is displayed.

2. Press [Redial] or [Calls] to scroll to the service you want to edit and press [Menu].

3. Edit Entry? is displayed, press [OK].

4. Use the [Del.] button to delete and the keypad to enter new characters and press [OK].

5. Use the [Del.] button to delete and the keypad to enter new digits and press [OK]. Entry Saved is displayed.

Delete a service

1. Press the [BT] button. BT Answer 1571 is displayed.

2. Press [Redial] or [Calls] to scroll to the service you want to delete and press [Menu].

3. Press [Redial] or [Calls] to scroll to Deleted Entry? and press [OK]. The display will show Entry Deleted.

Restore all services

1. Press the [BT] button. BT Answer 1571 is displayed.

2. Press the [Menu] button. Add service is displayed.

3. Press [Redial] or [Calls] to scroll to Restore All and press [OK].

Settings

Ringer volume

There are 3 volume settings to choose from: High, Low or Off. The default setting is High.

1. Press the `Menu` button. Answer Machine is displayed.

2. Press `Redial` or `Calls` to scroll to Ringer Volume and press `OK`.

3. The current volume is displayed and heard. Press `Redial` or `Calls` to select the ringer volume you want. On each press you will hear an example ring.

4. Press `OK` to confirm.

Ringer melody

There are 3 standard ringer and 6 polyphonic ringer melodies to choose from.

1. Press the `Menu` button. Answer Machine is displayed.

2. Press `Redial` or `Calls` to scroll to Ringer Tone and press `OK`.

3. The current setting is displayed and heard. Press `Redial` or `Calls` to select the ringer melody you want. On each press you will hear an example ring.

4. Press `OK` to confirm.

Display contrast

There are 8 display contrast levels to choose from. The default setting is Level 4.

1. Press the `Menu` button. Answer Machine is displayed.

2. Press `Redial` or `Calls` to scroll to Contrast and press `OK`.

3. The current setting is displayed. Press `Redial` or `Calls` to select the contrast level you want and press `OK` to confirm.

If you experience any problems, please visit **www.bt.com/producthelp**

Using the answering machine

Your BT Decor 2500 can digitally record up to 30 minutes of messages. It comes with two pre-recorded outgoing messages, Answer & Record or Answer Only, alternatively you can record your own version of each.

When first plugged in, your BT Decor 2500 answering machine is ready to go. It is set to answer calls and record messages. If you have not already set the time and date, you will need to do this so that you will know when each message was received, see page 6.

Switch the answering machine on/off

1. Press the [Ans. on off] button to switch between Answer On and Answer Off. The selected setting will be announced.

Set the answer mode

There are 2 answer modes to choose from: Answer & Record and Answer Only. When set to Answer & Record, your caller will hear the outgoing message and be invited to leave a message. When set to Answer Only, the caller will hear the outgoing message but will not be allowed to leave a message.

1. Press the [Menu] button. Answer Machine will be displayed, press [OK].

2. Answer Mode will be displayed, press [OK].

3. The current mode will be displayed. Use the [Redial] or [Calls] buttons to scroll to the setting you want, either Answer & Record or Answer Only and press [OK].

The default setting is Answer & Record.

Answer & Record

The pre-recorded Answer & Record outgoing message, that allows your caller to leave a message, is: "Hello, your call cannot be taken at the moment, so please leave your message after the tone".

Answer Only

The pre-recorded Answer Only outgoing message where the caller hears an announcement but cannot leave a message, is: "Hello, your call cannot be taken at the moment, so please call later".

Outgoing messages

The outgoing message is the message a caller first hears when the answering machine picks up their call. There are 2 pre-recorded outgoing messages to choose from (see note right), or you can record your own.

Record your own outgoing message

Your own outgoing message can be up to 2 minutes long. It will replace the pre-recorded outgoing message. You can re-instate the pre-recorded message if you want to, see below.

1. Press the **Menu** button. Answer Machine will be displayed, press **OK**.

2. Answer Mode will be displayed, press **Calls** to scroll to Outgoing Message and press **OK**.

3. Scroll **Calls** to display Record OGM and press and hold down the **OK** button.

4. After the beep, speak your message clearly into the microphone on the base (located on the bottom right of base).

5. To end recording, release the **OK** button. Your message will be played back to you.

The display will show OGM Recording while you record your own outgoing message.

Play/check your outgoing message

1. Press the **Menu** button. Answer Machine will be displayed, press **OK**.

2. Answer Mode will be displayed, press **Calls** to scroll to Outgoing Message and press **OK**.

3. Play OGM will be displayed, press **OK**. Your outgoing message will be played.

Reinstate the pre-recorded outgoing message

This will delete the outgoing message you recorded and the pre-recorded outgoing message will be re-instated.

1. Press the **Menu** button. Answer Machine will be displayed, press **OK**.

2. Answer Mode will be displayed, press **Calls** to scroll to Outgoing Message and press **OK**.

3. Play OGM will be displayed, press **OK**. Your outgoing message will start playing, press **Del.** to delete it. The pre-recorded message will be played.

Message playback

When you receive new messages, the display will show `Msgs -Press Play`. The red LED will flash and you will hear a beep if the Message alert is switched on (see page 25). The total number of messages will also be displayed (new and old), i.e. if you have 3 messages `MSG:03`.

Play messages

1. Press `Play ▶`. Your messages will be played.

During playback, you can:

Press `Play ▶` to pause the message, press `Play ▶` again to resume playback.

Press `Handsfree − Vol. +` to decrease or increase the loudspeaker volume.

Press `Skip ▶▶` to skip forward and play the next message.

Press `Skip ◀◀` once to repeat the message being played or press `Skip ◀◀` twice to skip back to the previous message.

Press `Del.` to delete the message being played.

Press `Stop ■` to stop message playback and return to standby.

When all messages have been played back, you will hear, "End of message" and the display will show `Press Delete to Delete All`. If you want to delete all the messages, press `Del.`, or to keep the messages just let the machine return to standby on it's own.

Call screening

When the answering machine is taking a call, you can listen to your caller leaving a message over the loudspeaker and decide if you want to take the call in person.

1. To speak to the caller, simply lift the handset and recording will stop immediately.

Record a memo

You can record a memo on the answering machine for other members of the house or users to hear. Memos are played back in the same way as normal answering machine messages.

1. Press the `Menu` button. `Answer Machine` will be displayed, press `OK`.

If you experience any problems, please visit **www.bt.com/producthelp**

2. `Answer Mode` will be displayed, press Calls to scroll to `Record Memo` and press and hold down the OK button.

3. After the beep, speak your message clearly into the microphone on the base (located on the bottom right of base).

4. To end recording, release the OK button.

Answer settings

Answer delay

Answer delay sets the number of times your BT Decor 2500 will ring before the answer machine picks up the call and starts playing the outgoing message. You can change the setting to between 2-9 rings or Time Saver. The default setting is 5 rings.

1. Press the Menu button. `Answer Machine` will be displayed, press OK.

2. `Answer Mode` will be displayed, press Calls to scroll to `Answer Settings` and press OK.

3. `Answer Delay` will be displayed, press OK.

4. The current setting will be displayed. Use the Redial or Calls buttons to scroll to the setting you want (2-9 rings or Time Saver) and press OK to confirm.

Record time

You can set the time you want to allocate for a message to be recorded. You can choose 1, 2, or 3 minutes or unlimited. The default is 3 minutes.

1. Press the Menu button. `Answer Machine` will be displayed, press OK.

2. `Answer Mode` will be displayed, press Calls to scroll to `Answer Settings` and press OK.

3. `Answer Delay` will be displayed, scroll Calls to display `Recording Time` and press OK.

4. The current setting will be displayed. Use the Redial or Calls buttons to scroll to the setting you want (1-3 minutes or unlimited) and press OK to confirm.

For compatibility with BT 1571 or another voicemail service it is advisable to keep to the default setting or lower.

Time Saver
When you ring in to access your messages remotely, if your answering machine is set to Time Saver and you have new messages it will answer after 2 rings. If you do not have any new messages, it will answer after 5 rings. This means you can hang up after the 3rd ring knowing you have no new messages, saving you time and the cost of the call.

Timed answer

You can set the answering machine to be turned on and off at selected times. You can select: Daily, Mon to Fri, Saturday or Sunday.

Select timed answer set or timed answer off

1. Press the Menu button. Answer Machine will be displayed, press OK .

2. Answer Mode will be displayed, press Calls to scroll to Answer Settings and press OK .

3. Answer Delay will be displayed, scroll Calls to display Timed Answer and press OK .

4. The current setting will be displayed. Use the Redial or Calls buttons to select either Timed Ans SET or Timed Ans OFF and press OK to confirm.

5. If you select Timed Ans SET then Set ON time is displayed. Enter the hh:mm using the keypad. If the clock has been set to 12 hour mode then use the # button to select AM or PM. Press OK to confirm.

6. Set OFF time is displayed. Enter the hh:mm using the keypad. If the clock has been set to 12 hour mode then use the # button to select AM or PM. Press OK to confirm.

7. Frequency Daily is displayed use the Redial or Calls buttons to scroll to the frequency setting you want, either Daily, Mon to Fri, Saturday or Sunday and press OK to confirm. Completed is then displayed. The screen will then display Timed Answer SET.

Message alert

When you receive a new answering machine message you will hear an alert beep. You can switch this alert on or off.

The default setting is on.

1. Press the Menu button. Answer Machine will be displayed, press OK .

2. Answer Mode will be displayed, press Calls to scroll to Answer Settings and press OK .

3. Answer Delay will be displayed, scroll Calls to display Message Alert and press OK .

4. The current setting will be displayed. Use the [Redial] or [Calls] buttons to select either On or Off and press [OK] to confirm.

Remote access

When switched on, you can call in from another phone to listen to your messages and operate your answering machine.

Switch remote access on or off

1. Press the [Menu] button. Answer Machine will be displayed, press [OK].

2. Answer Mode will be displayed, press [Calls] to scroll to Answer Settings and press [OK].

3. Answer Delay will be displayed, scroll [Calls] to display Remote Access and press [OK].

4. The current setting will be displayed. Use the [Redial] or [Calls] buttons to select either On or Off and press [OK] to confirm.

The default setting is on.

Set/change the remote access security code

The default code is 000 but you can change this to a 3-digit code of your choice to help prevent unauthorised access to your answering machine.

1. Press the [Menu] button. Answer Machine will be displayed, press [OK].

2. Answer Mode will be displayed, press [Calls] to scroll to Answer Settings and press [OK].

3. Answer Delay will be displayed, scroll [Calls] to display Remote Access and press [OK].

4. Press [Calls] to scroll to Set Remote PIN and press [OK].

5. Enter Old PIN will be displayed. Enter the old code (default code is 000) and press [OK].

6. Enter New PIN will be displayed. Enter a 3-digit code of your choice and press [OK].

7. Re-Enter PIN will be displayed. Enter the new code again and press [OK]. The display will show Completed and then return to standby.

If you forgot to switch your answering machine on before leaving home

1. Dial your telephone number from another phone and let it ring. After 20 rings the answering machine will switch on.

2. You can hang up and the answering machine will switch on and answer calls.

Operating your answering machine remotely

If you answering machine is switched on you can then operate it remotely.

1. Dial your telephone number. When you hear your outgoing message, press **✳**. You will hear 2 beeps and then, "Please enter your security code".

2. Enter your 3-digit security code (the default code is 000).

3. If you have new messages, you will hear, "You have (x) new messages", and your messages will start to play. If there are no new messages, you will hear, "You have no new messages".

You can now use the keypad to operate your answering machine. Follow the announcements and instructions you hear.

To hear main menu, press **1**

To play/pause all messages, press **2**

To switch between Answer Record and Answer only mode, press **3**

To skip back during messages, press **4**

To delete during messages, press **5**

To skip forward during messages, press **6**

To play outgoing message, press **8**

To record a new outgoing message, press **9**

To set answer on or off, press **0**

If you enter the security code incorrectly twice, you will hear. "Thank you for calling", and your answering machine will hang up.

To change the 3-digit security code, see page 26.

General information

Safety

- Only use the telephone line cord supplied otherwise your telephone may not work.

- Do not open the handset or base of the telephone. This could expose you to high voltages or other risks.

- Do not stand your product on carpets or other surfaces that generate fibres, or place it in locations preventing the free flow of air over its surfaces.

- Do not expose to direct sunlight.

- Do not submerge any part of your product in water and do not use it in damp conditions, such as bathrooms.

- Do not expose your product to fire, explosive or other hazardous conditions.

Cleaning

Clean the telephone with a damp (not wet) cloth, or an anti-static wipe. Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

Product disposal instructions

The symbol shown here and on the product means that the product is classed as Electrical or Electronic Equipment and should not be disposed with other household or commercial waste at the end of its working life.

The Waste of Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC) has been put in place to recycle products using best available recovery and recycling techniques to minimize the impact on the environment, treat any hazardous substances and avoid the increasing landfill.

Product disposal instructions for residential users

When you have no further use for it, please remove any batteries and dispose of them and the product as per your local authority's recycling processes. For more information please contact your local authority or the retailer where the product was purchased.

Product disposal instructions for business users

Business users should contact their suppliers and check the terms and conditions of the purchase contract and ensure that this product is not mixed with other commercial waste for disposal.

Guarantee

Your BT Decor 2500 is guaranteed for a period of 12 months from the date of purchase. Subject to the terms listed below, the guarantee will provide for the repair of, or at BT's or its agent's discretion, the option to replace the BT Decor 2500 or any component thereof, which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

Within the 12 month guarantee period:

Prior to returning your product, please visit **www.bt.com/producthelp** to view answers to Frequently Asked Questions.

Outside the 12 month guarantee period:

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network.

We recommend that you contact BT's approved repair agent Discount Communications Ltd on 0800 980 8999 or a local qualified repairer.

Returning your phone

Where possible, pack the product in its original packaging. Please remember to include all parts, including the telephone line cord and the mains power adaptor. For guarantee purposes proof of purchase is required so please keep your receipt.

Technical information

How many telephones can I have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your BT Decor 2500 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Switchboard compatibility

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards which support tone dialling and timed break recall. If in doubt, please consult your network service provider.

If you experience any problems, please visit **www.bt.com/producthelp**

Switchboard external line access code

When connected to an internal switchboard, you may need to enter an access code e.g. 9 to get an outside line. So that the switchboard has time to pick up an outside line, you may also need to add a Pause after the access code. A Pause lasts 2.5 seconds.

To insert a pause

1. When storing a number in the directory, press the `Redial` button in the place you want a pause inserted.

Recall

The `R` button is used when connected to certain switchboards e.g. to transfer calls and for some BT Calling Features or other services available from your network provider.

R&TTE

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards.

This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC.

Declaration of Conformance

Hereby, BT declares that this BT Decor 2500 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

If you would like a copy of the Declaration of Conformance, please visit **www.bt.com/producthelp**

User Guide formats

This document is also available in other formats, such as Large print, Braille and Audio CD.
If you would like a copy, please visit **www.bt.com/producthelp**

For a Better Future

We're always looking to make our products last longer and use less power, so we don't have such a big impact on the environment.

To find out about what we are doing, visit **bt.com/betterfuture**